

CLASS TITLE: SENIOR MEDICAL EXAMINER'S AGENT

Class Code: 02720300

Pay Grade: 23A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for providing administrative assistance in the Office of State Medical Examiner; to be responsible for the custody and control of the possessions of decedents; to assist medical examiners in post-mortem examinations and at the scene of death; to supervise the non-medical and paramedical activities of the unit; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement.

SUPERVISION EXERCISED: Supervises and coordinates the work of subordinates engaged in performing reporting, clerical, communication, transportation, maintenance and post-mortem duties.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for providing administrative assistance in the Office of the State Medical Examiner by processing reports relating to medicolegal deaths, handling important routine correspondence, establishing and maintaining files, organizing office activities, and handling routine administrative details.

To be responsible for the custody and control of the valuables and other personnel effects of decedents when requesting by the medical examiner.

To assist the medical examiner in his/her duties and responsibilities at the scene of death and during post-mortem examinations in the morgue.

To assist the scene investigators by investigating initial reports of death made to the office.

To supervise the non-medical and paramedical activities of the unit.

To be responsible for scheduling and monitoring the process of case reporting and documentation.

To be responsible for insuring the proper transportation of decedents to the State Morgue.

To coordinate the flow of work in order to insure that reporting, clerical, communication, transportation, maintenance and post-mortem duties are properly performed.

To file histology slides.

To maintain and store tissues fixed in formaldehyde or an equivalent preserving medium.

To file Kodachromes.

To assist with laundry and answering telephones.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, policies and procedures relating to the transportation, receipt and release of the bodies and possession of decedents; a working knowledge of the rules and evidence; working knowledge of the laboratory procedures and techniques used in post-mortem examinations, including the incision of bodies and removal and weighing of organs; a working knowledge of the necessity for cleanliness and safety precautions in a laboratory and the ability to perform responsible mortuary activities; the ability to operate a motor vehicle in the transportation of bodies; and demonstrated the ability to supervise staff and do activities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school.

Experience: Such as may have been gained through: employment in a responsible position involving non-medical or paramedical duties in the area of medicolegal death reporting; and employment in a position with supervisory responsibilities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: As a condition of employment, must have no physical limitations which would preclude the performance of job requirements; and must possess and maintain a valid Rhode Island driver's license.

Class Revised: April 18, 1993

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